

October 8, 2019

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Chief Deputy Director, Clinical Affairs

**REQUEST FOR PROPOSALS  
COST ACCOUNTING AND DECISION SUPPORT SYSTEM AND  
RELATED SERVICES #CADSS2019  
ADDENDUM NO. 2**

This Addendum No. 2 to the Request for Proposal (RFP) for Cost Accounting and Decision Support System and Related Services revises the RFP as indicated below in accordance with RFP, Section 1.5 – Organization of the RFP. This Addendum No. 2 is posted on the Department of Health Services (DHS) Contracts and Grants' website at <http://dhs.lacounty.gov/wps/portal/dhs/cg/>.

**1. RFP, LIST OF APPENDICES**

The following Appendices are attached to and are incorporated into this RFP:

**Contracts & Grants Division**  
313 N. Figueroa Street  
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Los Angeles, CA 90012

Tel: (213) 288-7819  
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[www.dhs.lacounty.gov](http://www.dhs.lacounty.gov)

*To ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.*



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- Appendix A Transmittal Letter
- Appendix B Confidentiality Agreement
- Appendix C Evaluation Criteria
- Appendix D Overview of LA DHS Technology Infrastructure
- Appendix E Functional Requirements
- Appendix E.1 Functional Requirements Yes/No
- Appendix E.2 Functional Requirements Descriptive Response
- Appendix F Technical Requirements
- Appendix F.1 Technical Requirements Yes/No
- Appendix F.2 Technical Requirements Descriptive Response
- Appendix G Implementation Requirements
- Appendix H Vendor Experience and Capability To Deliver
- Appendix I ~~Interfaces~~ Intentionally Omitted
- Appendix J Required Agreement
- Exhibit A Statement of Work
- Exhibit A.1 Cost Accounting and Decision Support System Statement of Work
- Exhibit A.1.RF Cost Accounting and Decision Support System SOW Response Form
- Exhibit A.2 Support Services and Maintenance Statement of Work
- Exhibit A.2.RF Support Services and Maintenance SOW Response Form
- Exhibit A.3 Licensed Software Requirements
- Exhibit A.4 Acceptance Certificate
- Exhibit B Licensed Software
- Exhibit C Fees; Contractor Professional Services Rates
- Exhibit C.RF Fees; Contractor Professional Services Rates Response Form
- Exhibit C.1 Optional Work
- Exhibit D Hardware
- Exhibit E Service Levels and Performance Standards

- Exhibit E.RF Service Levels and Performance Standards Response Form
- Exhibit F Business Associate Agreement
- Exhibit F.RF Business Associate Agreement Response Form
- Exhibit G Glossary
- Exhibit G.RF Glossary Response Form
- Exhibit H CADS System Business Objectives
- Exhibit I Knowledge Transfer
- Exhibit J Contractor Key Employees
- Exhibit K Information Security Requirements
- Exhibit K.RF Information Security Requirements Response Form
- Exhibit L Interfaces
- Exhibit M Additional Hosting Services Terms and Conditions
- Exhibit M.RF Additional Hosting Services Terms and Conditions Response Form
- Exhibit M.1 Business Continuity Guidelines
- Exhibit N Recommended Configuration
- Exhibit O Form Statement of Work
- Exhibit P Escrow Agreement
- Exhibit Q Confidentiality and Assignment Agreement
- Exhibit R Contractor's EEO Certification
- Exhibit S County Ordinances and Policies
- Exhibit T Project Team and Governance
- Exhibit U Contractor Diligence and Information Security Questionnaire
- Exhibit V Contractor Proposal
- Exhibit W County Key Personnel
- Appendix J.RF Required Agreement Response Form
- Appendix K Required Forms
  - Exhibit K.1 Company's Organization Questionnaire and Affidavit
  - Exhibit K.2 Community Business Enterprise Information
  - Exhibit K.3 Charitable Contributions Certification
  - Exhibit K.4 Prospective Contractor References
  - Exhibit K.5 Request for Preference Program Consideration
- Appendix L County Ordinances and Policies
  - Exhibit L.1 Transmittal Form to Request an RFP Solicitation Requirements Review
  - Exhibit L.2 County of Los Angeles Policy on Doing Business with Small Businesses
  - Exhibit L.3 Contractor Employee Jury Service Ordinance
  - Exhibit L.4 Listing of Contractors Debarred in Los Angeles County
  - Exhibit L.5 IRS Notice 1015
  - Exhibit L.6 Safely Surrendered Baby Law
  - Exhibit L.7 Background and Resources: California Charities Regulation
  - Exhibit L.8 Defaulted Property Tax Reduction Program Ordinance
- Appendix M Pricing
  - Appendix M.RF Pricing Response Form
- Appendix N Minimum Mandatory Requirements
  - Appendix N.RF Data Element Sources and Requirements
  - Appendix N.1 Minimum Mandatory Requirements Proposal Checklist
- Appendix O Detailed RFP Requirements Proposal Checklist

2. RFP, Section 6.5 – REQUIREMENTS, is deleted in its entirety and replaced as follows:

County seeks a highly functional, flexible solution capable of meeting County's existing requirements as well as adapting to a changing healthcare accounting and financing environment. County will evaluate the proposed CADS System's ability to meet County's defined requirements as detailed in the following Appendices:

1. Appendix C Evaluation Criteria
2. ~~Appendix D~~ Overview of LA DHS Technology Infrastructure
- ~~2- 3.~~ Appendix E Functional Requirements
- ~~3- 4.~~ Appendix F Technical Requirements
- ~~4- 5.~~ Appendix G Implementation Requirements
- ~~5- 6.~~ Appendix H Vendor Experience and Capability To Deliver
- ~~6- Appendix I~~ Interfaces

Proposers must complete the information requested in each of the above Appendices and include the requested information in each Response Form.

Proposer must respond to all the requirements in Appendix E.1 (Functional Requirements Yes / No) and Appendix F.1 (Technical Requirements Yes / No). Proposer must provide Vendor Ratings, on a scale of 1 to 4 (as defined below), as to whether or not Proposer can meet each requirement in Appendix E and Appendix F.

#### Vendor Ratings

0	Do not have
1*	In development
2	Not yet Generally Available; or, released within the last year, with fewer than ten (10) clients using the function
3	Generally Available (GA)
4	In production for more than 2 years with greater than twenty (20) clients using function

\*If the Proposer answers "1" (In development) in the Vendor Ratings response, Proposer must provide with their brief description the currently estimated GA date for the applicable module or modules for this functionality and documentation that the actual development of the applicable module or modules for this functionality is in progress at Proposer's organization and is not simply a plan or idea to be developed.

Proposer must provide also briefly describe how their System meets each requirement and include the name of the module or modules in the System in which this functionality is provided.

If Proposer uses or recommends a third-party tool to meet the requirement, the Proposer must identify the third-party tool and explain its use or recommendation.

Additionally, Proposer must respond to all the requirements in Appendix E.2 (Functional Requirements Descriptive Response) and F.2 (Technical Requirements Descriptive Response).